

Help a Diplomat in Residence Recruit Interns and Foreign Service Officers



Project Title	Help a Diplomat in Residence Recruit Interns and Foreign Service Officers
Project Summary	Assist the Diplomat in Residence for the Southeast region of the United States (northeast Florida, southern Georgia, and eastern Alabama) in his recruitment activities at universities, professional organizations, and with the general public.
Country	United States

Project Description

The DIR for Southeast is based out of Florida A&M University in Tallahassee, but does outreach throughout the area. Duties may include:

- Create PowerPoint presentations for Foreign Services Specialty vacancy announcements, based on the duties and hiring processes listed on careers.state.gov and questions to Washington;
- Improve visuals on existing PowerPoints;
- Research university-level affinity groups at university and professional organizations in the region that we have not had contact with; find POCs and events the DIR might reach out to or attend;
- Create flyers for events for which hosting institution does not do so;
- Create and maintain a list of former interns at intern's university; reach out to them via social media
- Attend nearby career fairs with DIR if available.
- Create Google map attachments for common trips taken by the DIR;
- Identify and reserve public spaces in different cities for open to the public events

Required Skills or Interests

Skill(s)

Analytical writing

Editing and proofreading

Infographic design

Additional Information

None

Language Requirements

None